

MARYLAND JUDICIARY CARDHOLDER TRANSACTION LOG *

CARDHOLDER NAME:

LOCATION:

MONTH:

| ORDER DATE | MERCHANTS NAME | QUANTITY/ DESCRIPTION | Account Code | COST/ CREDIT AMOUNT | TOTAL CHARGED PER BANK STMT |
|------------|----------------|---|--------------|------------------------|--------------------------------------|
| | | | | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 |
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| | | | | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 |
| | | | | \$0.00 | \$0.00 |
| | | Transaction Log Total | | \$0.00 | \$0.00 |
| | | Bank Statement Total (enter amount from statement) | | | |

*The Cardholder Transaction Log is the key to managing and monitoring the Corporate Purchasing Card Program. All purchases and credits must be recorded on the Cardholder Transaction Log. When the monthly Merchant Bank Statement is received, each charge or credit must be verified with the corresponding entry on the Cardholder Transaction Log. The Cardholder's immediate supervisor/manager must review the Cardholder Transaction Log and the Merchant Bank Statement, and verify that the charge or credit is accurate and is charged to the correct Account Code in GEARS. By their signature, the supervisor/manager confirms that the verification has been completed.

Cardholder Signature & Date

Manager Signature & Date